

**COLUMBUS PARKS AND RECREATION  
BOARD MEETING  
THURSDAY, FEBRUARY 12, 2015  
4:00 P.M.**

**AGENDA**

4:00pm     **Call to Order**

4:05pm     **Action Items**

- a. Approve minutes – (1/22/15)
- b. RFP Approval – Golf
- c. Approve printing proposal for 2015/16 Fun Guide
- d. Approve Athletic Fencing quote
- e. Approve claims and payrolls

4:30pm     **Discussion Items**

4:40pm     **Information Items**

- f. Department financial reports
- g. Staff reports
- h. Director's report

4:55pm     **Board Comments**

1:00 pm     **Adjourn**

Columbus Parks and Recreation programs and facilities are available for people of all abilities. The City of Columbus is working to comply with the Americans with Disabilities Act (ADA). Please assist us by letting us know if there are accommodations you may need to participate. If an accommodation is needed, please notify the Parks and Recreation Department at least 48 hours prior to the start of the program, activity, or event. Alternative formats of this publication are available. To request assistance, please contact our office at 812-376-2680 (voice), 711 or 800-743-3333 (TDD), or 812-378-2892 (fax).

## **Board Meeting Agenda February 12, 2015**

### **Call to Order**

### **Action Items**

- a. Approve minutes – Request Park Board approve the January 22, 2014 meeting minutes. – Attachment 1
- b. RFP Approval - Golf – Staff will request Park Board approval of RFP for Golf Courses. – Attachment 2
- c. Approve printing proposal for 2015/16 Fun Guide – Staff will request Park Board approval for a proposal from The Republic to print the 2015/16 Fun Guide. This agreement (as in 2013 & 2014) includes the sale of advertising by The Republic resulting in a lower cost to the department for the Fun Guide.
- d. Approve Athletic Fencing quote – Staff will request Park Board approval of Athletic Fencing quote.
- e. Approve claims and payrolls - Request Park Board approve claims and payroll vouchers as distributed.

### **Discussion Items**

### **Information Items**

- f. Department financial reports – J. Brinegar will review the January 2015 financial reports with the Park Board. – Attachment 3
- g. Staff reports
- h. Director's report

### **Board Comments**

### **Adjourn**

**COLUMBUS PARKS AND RECREATION  
BOARD MEETING  
THURSDAY, JANUARY 22, 2015  
4:00 P.M.**

Present: D. Jones, A. Kleinert, J. Carroll and A. Macy

Megan Banta, Erin Hawkins, Tami Sharp, Victoria Glick, Brad Stroia, J. Logston, J. Brinegar, C. Fry, J. Lemke, K. McPeck, S. Sasse, P. Senn, A. Williams, C. Woodard and C. Brummett

President D. Jones called the January 22, 2015 meeting of the Columbus Park Board to order.

Subject: Election of officers

D. Jones presented the following slate of officers for Park Board in 2015:

A. Kleinert – President  
D. Jones – Vice President  
J. Carroll – Secretary  
A. Macy - Member

J. Carroll made a motion to approve the officers as presented. A. Kleinert seconded. Motion approved.

A. Kleinert assumed leadership of the meeting.

Subject: Appointment to Plan Commission, FFY Board and Cemetery Board

A. Kleinert recommended the following appointments to serve in 2015:

|            |                            |
|------------|----------------------------|
| D. Jones   | Plan Commission            |
| A. Macy    | Foundation for Youth Board |
| J. Carroll | Cemetery Board             |

J. Carroll made a motion to approve appointments for 2015 as presented. D. Jones seconded. Motion carried.

Subject: Approve minutes

D. Jones moved to approve the minutes of the December 11, 2014 Park Board meeting as distributed. J. Carroll seconded. Motion approved.

Subject: Approve job descriptions

M. Jones said the request today is to change his old position as Director of Sports Programs and Athletic Facilities to a Sports Manager position and the additional job description changes are related to this. D. Jones asked if there would be cost savings. M. Jones said that is being worked on. J. Logston said the approvals today are for job descriptions and they do not have salaries. D. Jones moved to approve the Sports Manager job description as presented. J. Carroll seconded. Motion approved.

M. Jones said the updated job description for the Athletic Facility Supervisor would result in that position reporting to the Director of Parks & Recreation. He noted that he wants the new Sports

Manager to concentrate solely on programming. J. Carroll moved to approve the job description for Athletic Facility Supervisor as presented. A. Macy seconded. Motion carried.

M. Jones said with the updated job description, the Sports Coordinator would report to the Sports Manager. He noted that Patrick is the department's Sports Coordinator. D. Jones moved to approve the job description for Sports Coordinator. A. Macy seconded. Motion carried.

M. Jones reported the updated job description for the Hamilton Center Manager will result in that position reporting to the Sports Manager. D. Jones moved to approve the job description for the Hamilton Center Manager. J. Carroll seconded. Motion approved.

Subject: Approve claims and payroll

D. Jones moved to approve the claims and payrolls as presented. A. Macy seconded. Motion carried.

Subject: Arts Programming Grants

M. Jones reported the staff and Park Board has been working through the grant process. He said we want to get the grant application on-line next week. He said grant requests will first be reviewed by a sub-committee consisting of 2 Park Board members, Director, Director of Business Services and a staff member involved in programming. They will then make a recommendation to the Park Board for their consideration at the monthly meeting. A. Kleinert said this is a process for both the Commons and Parks & Rec grants. There may be some money held back for programming by the department and The Commons. M. Jones said staff is reviewing what programming they would like to offer. A. Kleinert said this money can't be used for operational or capital. The organization making the request must be a non-profit or have a fiscal agent that is non-profit. When a program has been completed, the grantee will be asked to present information on the outcome of the program to the Park Board during a public meeting. She said the idea is to affect the community through arts programming in The Commons or Parks & Recreation facilities. E. Hawkins asked when funding is being requested through a Commons grant, should it be for programming at The Commons. A. Kleinert said it should. M. Jones said Shanda and staff have ideas for programming. J. Brinegar asked if The Commons Board would approve the Commons grants. A. Kleinert said after consulting with J. Logston and M. Caldwell it was their determination (after reviewing various historical memo's) that the Park Board would be the authority to approve the grants for The Commons and Park & Recreation.

Subject: Department financial reports

J. Brinegar said 2014 was a good year for Parks and Rec. The receipt of our property tax draw boosted our bottom line in the General Fund. In the Non-Reverting Fund, expenses for the month were lower than 2013 and December revenue was about \$1,000 lower than it was in 2013. He reviewed expenditures by category. He summarized the General Fund noting that we stayed within budget for the year. In the Non-Reverting Fund, CGC's bottom line improved by 21% for year. Revenue for Hamilton Center was up from Dec 2013. Expenses were also up but we had to purchase a security system for the facility. Teams & Leagues increased for the year. Overall, we had a positive year financially. He compared the balance at Hamilton Center which was negative \$103,000 at the end of 2012. This year we ended with a negative balance of about \$51,000 a significant improvement.

In The Commons we were fully staffed for the year. He reviewed the breakdown of expenses by category. He praised the facility for how energy efficient it is. He said we are pleased to be able to roll \$84,000 into the Commons Capital NR Fund for the year.

He highlighted the fact that though it was a very cool summer Jim was able to almost match income from 2013 with the additional classes that he added.

Subject: Staff reports

J. Lemke reported:

- He just returned from the IPRA conference. There were good education sessions including ones on programming and partnering. He was elected 2015 Southern District Chair and in addition became a member of the IPRA Board of Directors.
- Lifeguard classes are starting.
- CPR classes are beginning.

D. Jones congratulated Jim. M. Jones said in 2014 Jim was Chair-elect for the Southern District, a position that Jim got Mark to commit to for 2015.

A. Williams reported:

- Two Park Foundation Board members are at the meeting today, Brad Stroia and Victoria Glick. She said Brad Stroia would provide information on Bike Share.
  - Brad reviewed a power point with highlights of the Bike Share program. He said there is a Bike Share Committee that has been working with Karen Haley, Executive Director, Indiana Cultural Trail, Inc. and Pacer Bike Share. She has provided lessons learned and what to expect with Bike Share in our size community. He said bike share is basically a store of equipment to offer convenient commuting. In Indy they have a concentration of bikes downtown. People love the opportunity to ride the bikes. They are cost effective. It is attractive to visitors. We are now trying to find cities to model. We have good trails to make this a great opportunity and it encourages health. The group has been meeting for about 4 months. The key to us starting out on the right foot is working with Karen and looking at others "do's and don'ts". The committee will be soliciting community feedback during the first half of this year. There will be an opportunity to see what a bike station looks like. A. Macy said it would be great to have for use downtown. A. Kleinert asked how this would be funded. B. Stroia said it can be private money and there are also federal grants. A. Williams said there are also tax benefits to companies for this. M. Jones asked about how long Indy has been underway. A. Williams said 2 years. M. Jones asked about maintenance. B. Stroia said you have to build all that into the program. A. Williams said we have a lot of entities who would probably like to be involved including Visitors Center and Cummins. B. Stroia said we want community involvement.
- A. Williams said there are a lot of events coming up and asked everyone to "Mark your Calendars" including the preliminary plan for "Pints for Parks" benefitting the Park Foundation to be held the 3<sup>rd</sup> Thursday of each month at Joe Willy's.

A. Kleinert asked how the meetings on the skate park are progressing. A. Williams said we are a little hesitant on this with the other projects going on. We think it will happen but timing-wise, we may want to wait a little longer.

M. Jones pointed out that April won Dancing with the Stars this past weekend. Congratulations!

S. Sasse reported:

- It has been a great January at The Commons so far.
- 350 attended the MLK event last Monday
- There will be a Wright Bros. Concert on Saturday, 1/24.
- On Saturday, January 30<sup>th</sup> The Commons will feature the IU Latin Jazz Ensemble. It is a free event.
- First Fridays for Families is set for 2/6 with Pirate School.
- Polar Plunge is scheduled for Sat., 2/7. She said there are pledge forms in her office if anyone wants to represent Parks & Rec at the event. This is a fund raiser for Special Olympics.
- Dance Indiana will offer a Valentine Dance on 2/14.
- CMAD will be installing art from a local glass artist.

C. Fry reported:

- Public sessions were really full over the holidays.
- HC hosted a competition this past weekend.
- The Icemen Sr. Night game was held this past weekend.

K. McPeck reported:

- Open gym #'s are very high this time of year. They have a lot of home school families attending.
- Birthday party slots are almost completely booked for January and February.
- Power Elite Cheer is looking at growth.
- Group class #'s are good.
- American Girl Doll Day is set for Feb. 8<sup>th</sup>
- Feb 14th will be the first Community Cast-A-Ways Garage Sale at Donner Center.
- Friday, Feb. 20<sup>th</sup> will be Mad Scientist night at Donner.

C. Woodard reported:

- In the marketing world she is making sure our website is up-to-date.
- Will have 5 ads that will run in The Republic next week. She has been designing them and getting them to the Republic.
- She is sending out e-mails to people to remind them of the end of the special \$10 discount for registering early for soccer.
- She will be taping a Community Spotlight.

P. Seen reported:

- Soccer and baseball registration is underway.
- Adult Winter Volleyball League is underway.
- Registration for Spring Volleyball started this week.
- He is working on some concession stand projects.

C. Ritz reported:

- As programming has increased, Park Ops work has increased.
- End of year wrap up completed by Park Ops.
- Some new projects are underway.
- They are re-evaluating our EAB programming.
- They have been grateful to be able to do some work outside such as dormant trimming.
- They are lining up priorities to be ready to go as spring approaches.

Subject: Director's report

M. Jones reported:

- He finished performance reviews for the year.
- It will be a busy year for Capital Projects. We will be pursuing 2015 capital projects.
- IPRA conference was very successful and productive.
- He is working on the Annual Report. Carley is helping Mark put things together.
- He is working with a group on the Mill Race Amphitheater project.
- He has revitalized the Program Planning Team. They are looking at new programs and old programs. Want to get things in writing and to prevent overlapping programs.
- We have been talking with an individual about Disc Golf. We are revisiting the idea of having a course, possibly at Noblitt. It is just discussion at this point.
- He is looking at overall park processes and efficiencies to see what can be streamlined.

D. Jones said he has had at least a dozen requests for disc golf over the past year.

There being no further business, D. Jones made a motion to adjourn. J. Carroll seconded. Motion approved.

Respectfully submitted,

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A. Kleinert, President  
Columbus Park Board

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J. Carroll, Secretary  
Columbus Park Board

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M. Jones, Director  
Columbus Parks and Recreation Department

**REQUEST FOR PROPOSALS**  
**FOR**  
**MANAGEMENT, OPERATION AND MAINTENANCE OF**  
**GREENBELT AND ROCKY FORD PAR 3 GOLF COURSES**

**1. Introduction**

The Columbus, Indiana Parks and Recreation Department (hereafter, "Department") is pleased to offer an exciting opportunity for a well-qualified individual, firm, or joint venture of individual firms (hereafter, "Proposer"), to enter into a management agreement for the management, operation, and maintenance of Greenbelt and/or Rocky Ford Par 3 Golf Courses. The Department is requesting qualified Proposers to submit proposals for providing golf course and pro shop operations, golf course maintenance, food and beverage concessions, and facility maintenance and management services in accordance with the specifications and conditions in this Request for Proposal (hereafter, "RFP").

The Department's vision for Greenbelt and Par 3 Golf Courses is to provide excellent golfing experiences for individuals, families, and youth through effective management of golf programs and clubs, golf course maintenance, and food and beverage concessions. The Department desires a single entity, whether that is an individual, firm, or joint venture of individual firms who can demonstrate the business acumen necessary or experience, in the operation, maintenance and management of public access golf courses. It is the Department's desire to obtain the best financial arrangement for the courses while maintaining the high standard of operation and maintenance presently being carried out.

The Department is willing to consider responses to the RFP that would address one or both of the golf courses. It is imperative in a response that a Proposer makes their intentions clear regarding which course or courses they are responding. It is conceivable that one Proposer may submit multiple proposals for the operation and management of both courses together and/or both or one course separately.

The Columbus Parks and Recreation Department will receive proposals no later than May 14, 2015 at 12:00 p.m.

**2. Agency Profile**

Founded in 1947, the City of Columbus Parks and Recreation Department provides the highest quality park and recreation services for the citizens of Columbus. Responsible for the maintenance and improvement of nearly 1,000 acres of park land, the Department has completed over \$20 million in development projects, including the nationally recognized \$8 million Mill Race Park.

Columbus Parks and Recreation Department provides programming and facilities for use by the community. We offer recreation programming and facilities for all ages in the areas of aquatics (Donner



Aquatic Center), athletics (baseball, softball, batting cages, basketball, volleyball, tennis, kickball, soccer at Lincoln Park, Clifty Park, and Blackwell Park, among others), gymnastics (Columbus Gymnastics Center), ice skating and hockey (Hamilton Center Ice Arena), golf (Greenbelt and Rocky Ford Par-3 Golf Courses), skateboarding and BMX biking (Jolie Crider Skate Park), day camps, supervised playgrounds and special events and classes. Parks amenities and services are open to the over 30,000 households residing in Bartholomew County and surrounding area. The Department also maintains over 25 miles of People Trails, paved walking, running and biking trails that surround and connect the community. The Department works in collaboration with community partners including the Bartholomew Consolidated School Corporation, Columbus Regional Hospital Wellness Program, Columbus Area Arts Council and Foundation for Youth, to provide services to citizens of Columbus, Indiana.

### **3. Scope of Work**

#### *General Scope of Work*

The Department is seeking an operator that will embrace either or both public golf courses, emphasize customer service, and maintain the highest public standards for golf course operations and maintenance. The Department desires to deliver optimal value to Greenbelt and Rocky Ford Par 3 Golf Course customers while maintaining a full cost recovery enterprise including planned capital improvements.

The services desired at the Greenbelt and Rocky Ford Par 3 Golf Courses will include, but are not limited to operating and managing the golf facilities, providing all golf course maintenance functions, golf instruction, and managing food and beverage concessions. The Proposer's work will be performed under a management agreement with the successful Proposer, for a specified term tentatively commencing on October 18, 2015.

#### *Specific Scope of Work*

The following description is provided as a minimum guideline only. The Proposer shall be expected to work with the Department to clarify and finalize a detailed scope of services described within each of the following business units:

##### *Golf Course Operation*

Procure all materials, labor, tools, equipment, furnishings, inventory, supplies and services required for the Proposer to manage all professional services for the golf course, driving range, practice areas, cart storage and other areas of golf operations. Ensure the availability and use of a sufficient number of trained personnel each day of the year that the golf course is open. Specific areas of professional services include, but are not limited to: processing tee time reservations and tee sheet management; provision and maintenance of golf cart fleet; enforcement of golf course rules and regulations; facilitation of play during operating hours; oversight of food and beverage concessions; collecting and accounting for all fees received; and appropriate cash handling and reporting.

### *Golf Course and Facility Maintenance*

Procure all materials, labor, tools, equipment, licenses, supplies and services required for the Proposer to maintain the golf course property in a manner that promotes and supports operations in accordance with the golf course maintenance standards and at established frequencies. Ensure availability of use of sufficient number of trained personnel each day of the year that the golf course is open. Specific areas of care and maintenance include, but are not limited to: golf course tees, greens and collars; fairways; irrigated and non-irrigated rough; bunkers; cart paths; bridges and crossings; practice areas; markers and tee signs; putting/chipping surfaces; fencing and turf; driving range turf, hitting areas, and building; signage; storage areas; maintenance yard; cart storage; parking areas; and all restrooms including those on-course and in the clubhouse.

The Proposer will be responsible for all standard golf course maintenance activities, including greens mowing, fairway mowing, rough mowing, season aeration and top dressing of greens, tees, and fairways, tree trimming and chipping, weed abatement, bunker cleaning, watering as appropriate on a regular basis, irrigation operation and repair, fertilization of turf, maintaining the turf areas at the driving range, pest control, maintenance of landscaping adjacent to and around the clubhouse buildings and parking lots, plowing, course cleaning and repairing after major storms, maintenance of the golf facility, equipment maintenance and repair, any and all necessary seasonal adjustments and responses to changes in weather, and other industry standard maintenance activities throughout the golf facilities. The Proposer will have specific knowledge of the care and maintenance of green repair.

Duties will also include implementing and managing an Integrated Golf Course Management Plan (for chemicals and pest management) and satisfying all environmental requirements related to the maintenance of a golf course and the adjacent open space lands and trails. The Proposer will maintain all areas of the facility according to local and state clean water, hazardous material, and safety regulations.

### *Golf Course Operating and Maintenance Equipment*

All existing on-site operating and maintenance equipment shall be provided by the Department. This shall also include the existing equipment used for the clubhouses and office operations. If any additional equipment is deemed necessary by the Proposer, it shall be responsible for providing same. All maintenance and repair services and future equipment replacement or other equipment needs shall be provided by the Proposer. A schedule of Department equipment and assets, "Attachment A" will be provided at the Pre-Proposal Meeting on April 6, 2015.

### *Management Agreement and Term*

A formal written management agreement with specifications will be entered into between parties. A formal written agreement will be drawn and will not be binding or in any force until approved by both parties. All agreement provisions not stated herein, will be drafted and included as necessary.

The term and the structure thereof is an item that should be considered carefully by the Proposer including the use of renewal terms. The term of the agreement is initially proposed to begin on October 18, 2015. The proposed term is a condition to be contained in the proposal.

#### *Taxes*

Proposer shall be responsible for any and all taxes and all other fees as required by law.

#### *Records and Audits*

Proposer shall keep full, complete and proper books, records and accounts of the gross receipts both for cash and or credit of each separate concession, division, and subsidiary activity at any time operated on the premises. Said books, records and accounts, including any sales tax reports (including any concession, division, or subsidiary activity) shall at all reasonable times be open to the inspection of the Department, auditor or other authorized representatives or agent.

#### *Miscellaneous*

Outstanding Golf Passes – The Proposer shall be required to honor single day golf passes, annual memberships or certificates still outstanding and currently in the possession of individual members of the public.

#### *Indemnification Insurance*

1. Indemnification – The successful Proposer agrees to indemnify and hold harmless the Department, its board members, employees, officers, directors, agents and owners from any and all claims, actions, and/or suits (including attorneys' fees) arising directly or indirectly from any act or omission of Proposer, its employees, officers or directors. Proposer shall similarly protect, indemnify and hold and save harmless the City of Columbus, the Department, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Proposer's breach of any of its obligations under, or Proposer's default of, any provision of the Contract.
2. Insurance – During the term of this agreement, the Proposer agrees to maintain the types and in the amounts listed below:
  - a. Commercial General and Umbrella Liability Insurance

Proposer shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$3,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors,

products-completed operations, employment practices, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

b. Professional Liability Insurance

Proposer shall maintain professional liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$3,000,000 each wrongful act arising out of the performance or failure to perform professional services

c. Business Auto and Umbrella Liability Insurance

If applicable, Proposer shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$3,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

d. Workers Compensation Insurance

Proposer shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

e. General Insurance Provisions

i. Evidence of Insurance

Prior to beginning work, Proposer shall furnish Department with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Department prior to the cancellation of material change of any insurance referred to therein. Written notice to Department shall be by certified mail, return receipt

requested. Failure of Department to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Department to identify a deficiency from evidence that is provided shall be construed as a waiver of Proposer's obligation to maintain such insurance.

Department shall have the right, but not the obligation, of prohibiting Proposer from beginning work until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Department.

Failure to maintain the required insurance may result in termination of this Contract at Department's option.

Proposer shall provide certified copies of all insurance policies required above within 10 days of Department's written request for said copies.

ii. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Department has the right to reject insurance written by an insurer it deems unacceptable.

iii. Cross-Liability Coverage

If Proposer's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

*Employees*

Upon the start date of a management agreement, Proposer understands that employees, whether existing or new, are employees of the Proposer. Proposer understands it's requirement by law to be responsible for all compensation, benefits, and required state and federal withholdings with regard to payroll, insurance, and employment of persons within the State of Indiana. All employees of the Proposer working at the Greenbelt and Rocky Ford Par 3 Golf Course sites, will be required to have the Park and Recreation standard background check completed prior to employment. It is the policy of the City of Columbus to be inclusive of persons of color, different races, national origins, creed and sex. It should be expected that any contract, to be signed by the person or firm with the chosen RFP, shall contain a clause indication that the recipient shall not discriminate on the basis of race, creed, color, national origin or sex in the performance of that contract for management of Greenbelt and Par 3 Golf Courses. Furthermore the applicants submitting RFPs for consideration acknowledge that both golf courses are places of public accommodation and subject to Title VII of Civil Rights Act of 1964.

## *Leases*

Upon the start date of a management agreement, the Department shall assign and Proposer shall accept all responsibility with respect to all leases of equipment, or other lease arrangements relating to Greenbelt and Rocky Ford Par 3 Golf Courses and its operations, together with all existing licenses, agreements with third parties. A list of current lease agreements, "Attachment B" will be provided at the Pre-Proposal Meeting on April 6, 2015.

## *Utilities and Equipment*

Successful Proposer is responsible for the payment of all utilities of Greenbelt and Rocky Ford Par 3 Golf Courses locations and is responsible for the repair costs of all equipment upon the start date of the management agreement. Supply and material cost are the sole responsibility of the Proposer.

## **4. Pre-Proposal Meeting**

A **mandatory** pre-proposal meeting will be held on April 6, 2015 at 10:00 a.m. at Donner Center. The meeting will include the following:

- Discussion of the Department's long-range goals;
- Further explanation of the selection process
- An opportunity to ask questions.
- Scheduling of site visits to Greenbelt and Rocky Ford Par 3 golf courses.

Prospective Proposers should allow 2 hours for the meeting and be prepared with all questions prior to the meeting. Only those respondents attending the mandatory pre-proposal meeting **and** signing the official sign-in sheet at the meeting will be eligible to submit a proposal in response to this RFP.

**Interested Proposers must contact** Columbus Parks and Recreation Department, at [parks@columbus.in.gov](mailto:parks@columbus.in.gov) or 812-376-2680 by 5:00 p.m., April 2, 2015 to confirm attendance of the Proposer's designated attendees at the meeting.

The Department may respond verbally to questions, requests for information and requests for clarification pertaining to the RFP at the mandatory pre-proposal meeting. Department responses to question will be made in the presence of all attendees.

## **5. Reservations and Rights**

### *Reservations*

Additional information regarding RFP submittal, content, processes and procedures is listed below:

- This RFP does not obligate the Columbus Parks and Recreation Department to contract for management and operation of the Greenbelt and Rocky Ford Par 3 Golf Courses either now or in the future. Documents submitted in response to this RFP are subject to public disclosure

pursuant to State and Federal law. All proposals received in response to this RFP shall become the exclusive property of the Department.

- The Department reserves the right to reject any and all proposals, whether or not minimum qualifications are met, and to modify, postpone, extend, or cancel this Request for Proposal, in whole or in part, or decide to award a contract to perform only some of the services outlined in this Request For Proposal, or to negotiate and combine proposals without liability, obligation, or commitment to any party, firm or organization.
- At any point in this RFP that the Greenbelt and Rocky Ford Par 3 Golf Courses are referenced collectively, a Proposer may read that as each course independent with the understanding the Department is willing to consider responses to the RFP that would address one or both of the golf courses.
- The department reserves the right to request and obtain additional information from the Proposer, investigate the qualifications, character, financial status, and record of the Proposer, and to determine the sufficiency of experience and qualifications of all Proposers and to select the Proposer with which it desires to negotiate the final scope of services.  
The Department is not liable for any costs incurred by Proposers for developing the proposals, oral presentations or any other such expenses incurred by the contractor in responding to the RFP are entirely the responsibility of the contractor, and shall not be reimbursed in any manner by the Department. No materials or labor will be furnished by the Department.
- Only the Park Board can legally commit the Department to a management agreement for the management and operation of Greenbelt and Rocky Ford Par 3 Golf Courses. There will be no private or unilateral consultations prior to the stated deadline for the Department's receipt of proposals. Any clarifications or request for information must be received by the close of the pre-proposal meeting scheduled for April 6, 2015.
- The Department, in its sole discretion, may respond to relevant requests for information or clarification of the RFP by Proposers. If the Department elects to respond to such a request for information or clarification to the RFP, it will do so in writing, and such response from the Department will be distributed to all potential Proposers who attend the mandatory pre-proposal meeting. At its sole discretion, however, the Department may respond verbally to questions, requests for information and requests for clarification at the mandatory pre-proposal meeting.
- Proposers must independently evaluate the information in this RFP and any conflicts, errors, ambiguities, or discrepancies that a Proposer has discovered in the RFP or between referenced documents should be communicated to the Department.
- The Department has used its best efforts to ensure the accuracy of the information as set forth in the RFP and its referenced exhibits. However the Department makes no guarantee of data accuracy and shall not be liable for any inaccuracies contained therein.
- The Department reserves the right to waive or permit cure of minor informalities and/or insignificant mistakes such as matters of form rather than substance and to conduct discussions and negotiations with any qualified respondent in any manner deemed necessary by the Department to serve its best interests. The Department also reserves the right, based on its sole

judgment and discretion, to award a contract based upon the written proposals it receives without conducting discussions, interviews or negotiations.

- If, in the opinion of the Department, a proposal contains false or misleading statements or references, it may be rejected.
- The Department reserves the right to obtain written or oral clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification may result in rejection of the proposal.
- The Proposer may withdraw their proposal at any time prior to the date and time which is set forth herein as the deadline for acceptance of proposals, upon written request for same to the Department.
- All communications between the Department and the Proposer shall be through the Columbus Parks and Recreation Department Administrative Office. At the Department's sole discretion, communications by the Proposer with members of the Department staff or Park Board for the purpose of unfairly influencing the outcome of this RFP process may be cause for the Proposer's proposal to be rejected and disqualified from further consideration.
- The Department reserves the right, without qualification, to select a Proposer for further discussions based solely on the content of the RFPs and relevant information obtained from others concerning the Proposer's respective records of past performance.
- Elaborate brochures, sales literature, and other presentations beyond that which is sufficient to present a complete and effective proposal are not desired.
- The proposal shall not be made contingent upon uncertain events or engineering, which shall not have occurred until after the RFP is completed.
- In the event that it becomes necessary to revise any part of this RFP due to inquiries raised, an email notifying an addendum, supplement or amendment to this RFP will be provided to Proposers who attended the April 6, 2015 pre-proposal meeting and signed the official sign-in sheet at the meeting. Changes to the RFP shall be accomplished by an amended page or pages.
- The Proposer agrees that any proposal submitted to this RFP will remain current and valid for a period of not less than 180 calendar days from the proposal deadline.

#### *Grounds for Disqualification*

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following may be considered sufficient for the disqualification of a Proposer and the rejection of a proposal, in the sole discretion of the Department:

- Failure to comply with these instructions, and the other specific provisions of the RFP
- Evidence of collusion among Proposers
- Evidence of any real or apparent conflict of interest that is disclosed in the proposal or any other data available to the Department
- Lack of business skills or financial resources necessary to fulfill the obligations of any resulting management agreement, as revealed by either financial statements or other data.



- Lack of responsibility as shown by past work, references, or other factor, or failure to faithfully perform any previous agreement with the Department.
- Submission of a proposal that is incomplete, conditional, ambiguous, obscure, which contains alterations not called for, or irregularities of any kind.

#### *Waiver of Protest*

By submitting a response to this RFP, each Proposer expressly waives any and all rights that it may have to object, protest, or seek legal remedies whatsoever regarding any aspect of this request, the Department's selection of the top Proposer, the Department's rejection of any of all responses, and any subsequent agreement that might be entered into as a result of this RFP. Each Proposer acknowledges, by response of a proposal, that it is aware of the solicitation, evaluation and award process as described in this RFP.

### **6. Minimum Qualifications**

To be deemed qualified for consideration to be awarded a management agreement for the operation and maintenance of the Greenbelt and Rocky Ford Par 3 Golf Courses, a Proposer must:

- Possess the necessary financial resources to fulfill the obligations of their agreement
- Possess a competent record of employment or history of contract service in the operation and maintenance of similar facilities as verified and supported by references, letters and other necessary evidence from all employers and/or public agencies.

### **7. Proposal Content**

The Proposer must submit a proposal with the following information (failure to include items (1) through (12) of the proposal may be grounds to have the proposal considered unresponsive at the sole discretion of the Department):

#### **(1) Transmittal Letter**

The letter will express the respondent's interest in management and operation of the golf course and maintenance at Greenbelt and Rocky Ford Par 3 Golf Courses. A legal representative of the Proposer, authorized to bind the Proposer in contractual matters, must sign the transmittal letter. Depending on the Proposer's organizational structure, the following procedures shall be followed:

| <b>Proposer</b> | <b>Transmittal Letter Process</b>   |
|-----------------|---|
| Individual      | Signed with the full name of the Proposer and his/her address shall be given  |
| Partnership     | An authorized general partner shall sign letter with the partnership name and the full name and address of each general partner shall be given. |
| Joint Venture   | Signed with the full name and address of each member thereof  |
| Corporation     | Signed by the president and secretary in the corporate name, and the corporate seal (if available) shall be affixed.                            |

(2) Executive Summary

The proposal will include a concise (no more than four (4) pages) synopsis of the proposal and its benefits to the Columbus Parks and Recreation Department in general, and Greenbelt and Rocky Ford Par 3 Golf Courses, specifically. Specific points the Proposer may want to highlight include the Proposer's understanding of, and vision for, the Greenbelt and Rocky Ford Par 3 Golf Courses, the Proposer's qualifications and experience and a description of the Proposer's capabilities that pertain to this RFP and that distinguish the Proposer from other potential respondents.

(3) Proposer's Description

The proposal will include the name, address, telephone number, and e-mail or web address for the respondent's primary liaison with the Department during the review and selection process.

(4) Proposer's Vision

The proposal shall also include a general narrative description of the Proposer's overall philosophy, operating principles, and approach to the operation of golf facilities, and specifically, the vision for, and approach to, operating Greenbelt and Rocky Ford Par 3 Golf Courses.

(5) Qualifications and Responsibilities of Key Personnel

*Staffing Plan*

A staffing plan for the specific areas of responsibility at the Greenbelt and Rocky Ford Par 3 Courses, including golf course maintenance, golf course and driving range operations, and facility management.

The staffing plan shall include specific proposed staffing levels in different seasons of the year, and different days of the week.

(6) Description of Proposed Services

*Golf Operations*

The proposal shall include a detailed service plan that describes the nature of all services to be provided within the golf operations (including the pro shop, driving range, lessons, cart rental and other aspects of the golf business unit). In addition, the proposal shall include a general description of pro shop inventory if applicable, as well as any proprietary teaching and lesson technical equipment.

*Golf and Facility Maintenance*

The proposal shall include a detailed description of full range of maintenance services and programs and will specifically include a description of any seasonal activities that will be completed. The proposal shall describe how turf and planted areas including golf course, driving range, and other practice areas, will receive the routine maintenance necessary to maintain the

areas in a healthy and safe manner. The proposal shall also explain the frequency that the maintenance activities will be completed. The Proposer is encouraged to provide independent input in preparing the maintenance proposal for the course and may seek to incorporate industry-standard approaches to maintenance, including but not limited to United States Golf Association (USGA) and Golf Course Superintendents Association of America (GCSAA) turf management information.

The proposal shall also specifically include a description of the range of services to be provided to manage the Clubhouses and to keep the facility in good order. Specific areas of this section of the proposal shall describe preventive maintenance practices, how utility obligations will be met, the anticipated timeline for making necessary repairs, and the planned coordination with City staff on facility upkeep issues involving significant modification of the structure or appearance of the facilities.

**(7) Description of Customer Service Approach**

The proposal shall include the Proposer's approach to quality customer service, including the Proposer's service philosophy, the specific methods utilized by the Proposer to accomplish it, and the expected results over time. The proposal shall also include specific customer service plans for each of Greenbelt and Rocky Ford Par 3 Golf Courses.

**(8) Environmental Responsibility**

The proposal should demonstrate an understanding of operations at sites adjacent to or within public open space areas, sensitive wildlife habitats, riparian corridor areas and/or public access trails running adjacent to the golf course site. The proposal should include a description of the methods used to manage access and safety, and the success in managing the relationship between the environmentally sensitive areas, the wildlife, and the golf course.

The proposal should detail maintenance building and equipment programs to reduce hazardous waste and maintain clean water mandated programs.

**(9) Business References**

The proposal may include up to six (6) references. References should identify the organization, nature and date of the contract, and the name, title, telephone number, and email address of the contact person for each reference.

**(10) Financial References**

The proposal will include a minimum of two (2) financial references giving the name, address, telephone numbers and email address of each reference. At least one (1) of the references must be a bank or savings and loan institution and the type of relationship shall also be indicated, for example: checking accounts, savings accounts, real estate or construction loans. The proposal

shall include a history of litigation involving the Proposer and in particular any litigation between the Proposer and the owner of any other facility managed by the Proposer.

(11) Agreement Structure, Terms and Conditions

The proposal shall identify a preferred management agreement term length and the preferred compensation structure under a proposed management agreement.

(12) Experience with Capital Improvements

The proposal should identify past experiences (including the specific roles played by the Proposer) regarding golf course upgrades, construction, and clubhouse capital improvements. The proposal shall identify key personnel that may be available during capital construction activities at the Greenbelt and Rocky Ford Par 3 Golf Courses and these individuals' past experience in capital improvements should be detailed.

The proposal should identify any physical changes to the Greenbelt and Rocky Ford Par 3 Golf Courses the Proposer believes need to be considered.

**8. Proposal Structure**

Proposals shall not exceed **50 pages** in length including all exhibits or attachments.

Proposals must be received by 12:00 p.m. on May 14, 2015.

This RFP does not commit the Department to pay any costs of Proposers in development of their proposal; all costs related to the development and preparations of the proposal are the responsibility of the Proposer.

Proposals received after the deadline will not be considered.

Proposers shall submit five (5) sealed copies of their proposal and one electronic version (disc or flash drive is acceptable) of the proposal, by the date and time included in this RFP. The outside of the envelope should be clearly marked with "Golf Course Proposal".

Proposals may be delivered or mailed to:

| In person  | By U.S. Mail   |
|--|--|
| Columbus Parks and Recreation<br>Attn: Mark Jones, Director<br>22 <sup>nd</sup> and Sycamore Streets<br>Columbus, IN 47201<br><br>Business hours:<br>Monday-Friday 8:00 a.m. – 5:00 p.m. | Columbus Parks and Recreation<br>Attn: Mark Jones, Director<br>P.O Box 858<br>Columbus, IN 47202 |

All questions relating to interpretation of the RFP subsequent to the April 6, 2015 pre-proposal meeting must be submitted in writing (via mail, email) to the Columbus Parks and Recreation Administration Office. Email: [parks@columbus.in.gov](mailto:parks@columbus.in.gov). All questions must be submitted and received by the close of the April 6, 2015 pre-proposal meeting.

## **9. Selection Process**

The Department reserves the right to act as the sole judge of the content of all responses. In soliciting the proposal, it is the intent of the Department to seek and identify the best possible combination of qualifications, understanding of the Department's vision, ability to perform, and financial projection.

Subject to the Department's right to reject any and all proposals, the final scope and services to be provided will be negotiated with the highest rated Proposer after completion of the selection process. If it is not possible to negotiate a satisfactory agreement with the highest rated Proposer, that Proposer will be dismissed, and if desired, negotiations will commence with the next best candidate, and so on, until an agreement can be reached.

Receipt and evaluation of proposals or the cancellation of interviews do not obligate the Department to award a contract. If the Department elects to award a contract, the contract will be awarded to what the Department believes to be the most qualified Proposer whose proposal has the best possible combination of qualifications and ability to meet the Department's long-term vision for Greenbelt and Rocky Ford Par 3 Golf Courses.

*Tentative Timeline for Selection\**

|  |  |
|--|--|
| RFP available for pick-up and email transmission.        | February 13, 2015, 9:00 a.m.           |
| RSVPs for Pre-Proposal meeting.                          | April 2, 2015, 5:00 p.m.               |
| Pre-Proposal Meeting at Donner Center.                   | April 6, 2015, 10:00 a.m. – 12:00 p.m. |
| Tours of Greenbelt and Rocky Ford Par 3 Facilities       | TBD                                    |
| Proposals Due  | May 14, 2015, 12:00 p.m.               |
| Selection of Proposer                                    | June 11, 2015                          |
| Negotiation of Agreements                                | June 12-August 12, 2015                |
| Park Board Consideration and Approval of Final Agreement | August 13, 2015                        |
| Transition Period with current and new operator          | August 13- October 17, 2015            |
| Contract period begins                                   | October 18, 2015                       |

*\*The Department reserves the right to make adjustments to the above noted schedule as necessary.*

All proposals received by the deadline will be evaluated on the completeness and quality of the content. Proposers providing complete information will increase the opportunity for selection.

The Department shall designate an evaluation committee to review, compare and analyze all proposals. A short list of the most qualified Proposers may be selected by the Department for oral interviews, if deemed necessary. A Proposer who submits a fully responsive proposal determined to represent the best qualifications and experience, demonstrated competence, and response to the specific elements identified in the RFP shall be selected as a finalist and may be invited to an interview with the Department-appointed interview panel to continue further in the selection process. The Department reserves the right to increase or decrease the number of Proposers on the short list depending on whether the Proposers have a reasonable chance of being awarded a contract.

An interview panel will be designated by the Department to conduct interviews and make recommendations. Following reference checks and all reasonable due diligence on the part of the Department, a preferred Proposer will be identified and recommended to the Park Board at the June 11, 2015 regular Park Board meeting.

## Notes to January 2015 Financial Reports

### Cash Balance Reports

#### Parks and Recreation Fund 204 (Tax supported fund)

- ❖ Items of note
  - We received no major revenue in January. We anticipate receiving our spring property tax draw in June.
- ❖ Summary
  - The balance of the GF at the end of January was \$2,526,382.94, over \$400,000 less than at the end of January 2014.
  - January 2015 expenses were roughly \$81,000 higher than January 2014. A large portion (\$54,182.40) of this increase is due to capital expenditures in January 2015.

#### Parks Non-reverting Fund 211 (Fees and Charges supported fund)

- ❖ Items of note
  - Expenses in the Non-Reverting Fund for January 2015 were higher than January 2014. The majority of the increase can be traced to a change in the Wellness Program.
- ❖ Summary
  - January 2015 expenses were higher than January 2014 (up roughly \$32,000).
  - January 2015 revenue was lower (roughly \$62,000) compared to January 2014.

## 2014 General Fund (204) Budget Report by Area and Category of Expense

### ❖ Items of Note by Category

- **Category 01 – Personal Services** – 9.82% of the Personal Services budget was spent in January. This is slightly higher than January 2014 (9.45%).
- **Category 02 - Supplies** – 11.05% of the Supplies budget was spent in January. This is higher than last year (9.29%).
- **Category 03 – Other Services and Charges** – 5.02% of the Other Services and Charges budget was spent in January which is slightly higher than January 2014 (4.86%).
- **Category 04 - Capital Outlays**– \$54,182.40 of the additional appropriation from 2014 (\$400,000) was spent in January.
- **Revenue** – Revenue for the general fund was lower in January (approx. \$1,300) than last year.

### ❖ Summary

- Expenses for the first quarter of the year will be slightly ahead of the yearly monthly average as our staff buys in bulk for the year to achieve best pricing.

## 2014 Non-reverting Fund (211) Revenue & Expense Month/YTD Summary

### ❖ Items of Note by Cost Center

- **Gymnastics Center** – Revenue was up compared to January 2014 (up \$3,969). Expenses were also up for the month compared to last year as we only had one day that was shortened due to weather.
- **Wellness** – Wellness revenue was up roughly \$11,500 compared to January 2014, and expenses were up as well (roughly \$22,000) for the month.
- **Hamilton Center** – Hamilton Center revenue was up compared to January 2014 (\$2,449) and had an increase in expenses (\$6,448) compared to January 2014.
- **Teams and Leagues** – Teams and Leagues had a decrease in revenue (roughly \$79,000) and had an increase in expenses (roughly \$4,000) over January 2014.
- 

### ❖ Summary

- The Non-Reverting budget, as a whole, was solidly in the black for January (\$60,417.88).



| Columbus Parks and Recreation Department<br>2015 Cash Balance Fund 204 - Park and Recreation General Fund |                           |                          |                            |                  |                    |
|---|---------------------------|--------------------------|----------------------------|------------------|--------------------|
|   | Balance Begin<br>of Month | Revenue<br>Month to Date | Disbursed<br>Month to Date | Month<br>Balance | Current<br>Balance |
| January   | 2,928,801.65              | 2,417.00                 | 404,835.71                 | -402,418.71      | 2,526,382.94       |
| February  | 2,526,382.94              | 0.00                     | 0.00                       | 0.00             | 2,526,382.94       |
| March   | 2,526,382.94              | 0.00                     | 0.00                       | 0.00             | 2,526,382.94       |
| April   | 2,526,382.94              | 0.00                     | 0.00                       | 0.00             | 2,526,382.94       |
| May   | 2,526,382.94              | 0.00                     | 0.00                       | 0.00             | 2,526,382.94       |
| June  | 2,526,382.94              | 0.00                     | 0.00                       | 0.00             | 2,526,382.94       |
| July  | 2,526,382.94              | 0.00                     | 0.00                       | 0.00             | 2,526,382.94       |
| August  | 2,526,382.94              | 0.00                     | 0.00                       | 0.00             | 2,526,382.94       |
| September   | 2,526,382.94              | 0.00                     | 0.00                       | 0.00             | 2,526,382.94       |
| October   | 2,526,382.94              | 0.00                     | 0.00                       | 0.00             | 2,526,382.94       |
| November  | 2,526,382.94              | 0.00                     | 0.00                       | 0.00             | 2,526,382.94       |
| December  | 2,526,382.94              | 0.00                     | 0.00                       | 0.00             | 2,526,382.94       |
| Total YTD   |                           | 2,417.00                 | 404,835.71                 | -402,418.71      |                    |

| Columbus Parks and Recreation Department<br>2015 Cash Balance Fund 211 - Park and Recreation Non-Reverting Fund |                           |                          |                            |                  |                    |
|---|---------------------------|--------------------------|----------------------------|------------------|--------------------|
|   | Balance Begin<br>of Month | Revenue<br>Month to Date | Disbursed<br>Month to Date | Month<br>Balance | Current<br>Balance |
| January   | 800,914.38                | 205,754.37               | 145,336.49                 | 60,417.88        | 861,332.26         |
| February  | 861,332.26                | 0.00                     | 0.00                       | 0.00             | 861,332.26         |
| March   | 861,332.26                | 0.00                     | 0.00                       | 0.00             | 861,332.26         |
| April   | 861,332.26                | 0.00                     | 0.00                       | 0.00             | 861,332.26         |
| May   | 861,332.26                | 0.00                     | 0.00                       | 0.00             | 861,332.26         |
| June  | 861,332.26                | 0.00                     | 0.00                       | 0.00             | 861,332.26         |
| July  | 861,332.26                | 0.00                     | 0.00                       | 0.00             | 861,332.26         |
| August  | 861,332.26                | 0.00                     | 0.00                       | 0.00             | 861,332.26         |
| September   | 861,332.26                | 0.00                     | 0.00                       | 0.00             | 861,332.26         |
| October   | 861,332.26                | 0.00                     | 0.00                       | 0.00             | 861,332.26         |
| November  | 861,332.26                | 0.00                     | 0.00                       | 0.00             | 861,332.26         |
| December  | 861,332.26                | 0.00                     | 0.00                       | 0.00             | 861,332.26         |
| Total YTD   |                           | 205,754.37               | 145,336.49                 | 60,417.88        |                    |

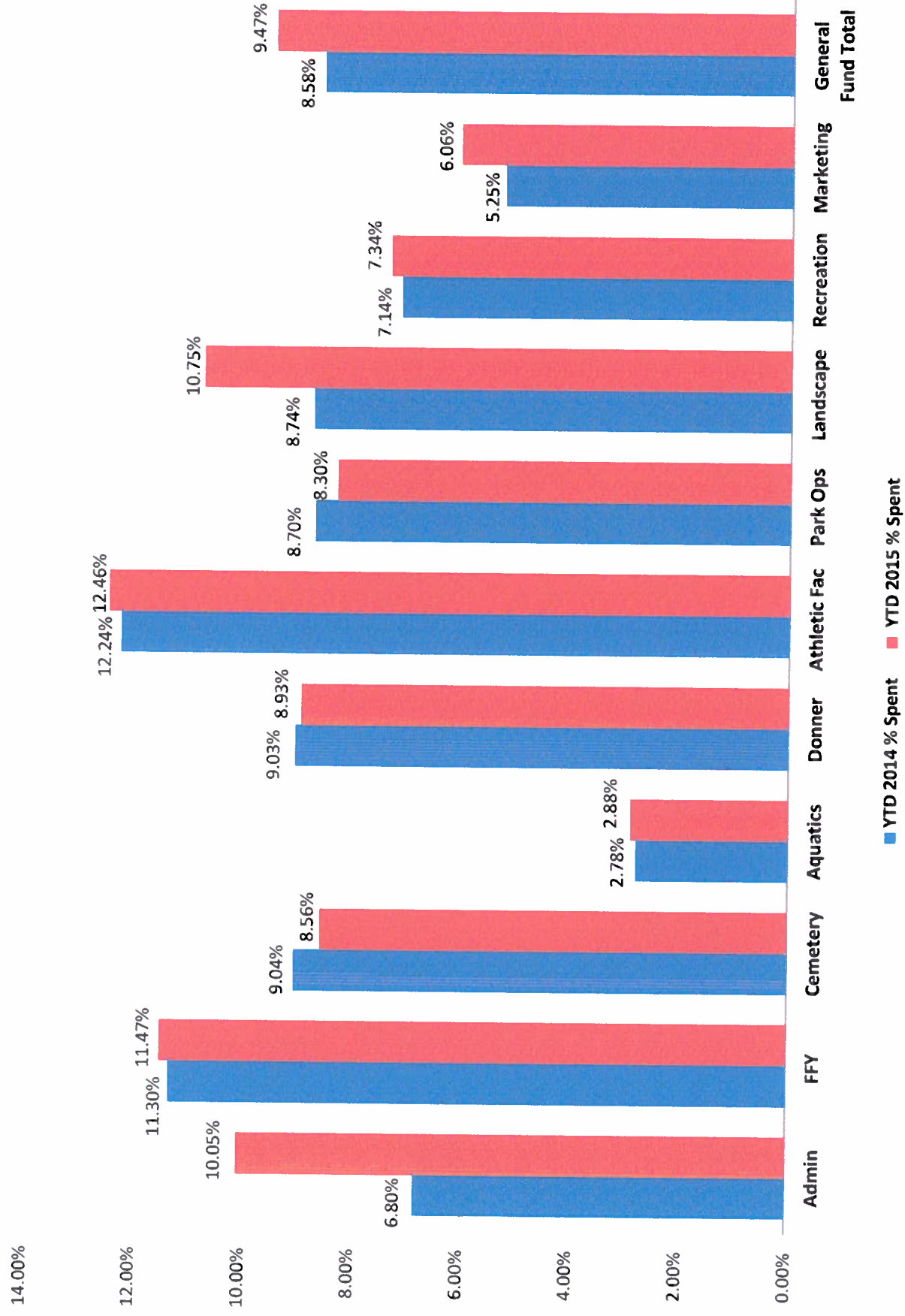
| Columbus Parks and Recreation Department<br>2015 Cash Balance Fund 114 - Commons Capital Non-Reverting Fund |                           |                          |                            |                  |                    |
|---|---------------------------|--------------------------|----------------------------|------------------|--------------------|
|   | Balance Begin<br>of Month | Revenue<br>Month to Date | Disbursed<br>Month to Date | Month<br>Balance | Current<br>Balance |
| January   | 1,065,018.48              | 29,488.51                | 67,376.37                  | -37,887.86       | 1,027,130.62       |
| February  | 1,027,130.62              | 0.00                     | 0.00                       | 0.00             | 1,027,130.62       |
| March   | 1,027,130.62              | 0.00                     | 0.00                       | 0.00             | 1,027,130.62       |
| April   | 1,027,130.62              | 0.00                     | 0.00                       | 0.00             | 1,027,130.62       |
| May   | 1,027,130.62              | 0.00                     | 0.00                       | 0.00             | 1,027,130.62       |
| June  | 1,027,130.62              | 0.00                     | 0.00                       | 0.00             | 1,027,130.62       |
| July  | 1,027,130.62              | 0.00                     | 0.00                       | 0.00             | 1,027,130.62       |
| August  | 1,027,130.62              | 0.00                     | 0.00                       | 0.00             | 1,027,130.62       |
| September   | 1,027,130.62              | 0.00                     | 0.00                       | 0.00             | 1,027,130.62       |
| October   | 1,027,130.62              | 0.00                     | 0.00                       | 0.00             | 1,027,130.62       |
| November  | 1,027,130.62              | 0.00                     | 0.00                       | 0.00             | 1,027,130.62       |
| December  | 1,027,130.62              | 0.00                     | 0.00                       | 0.00             | 1,027,130.62       |
| Total YTD   |                           | 29,488.51                | 67,376.37                  | -37,887.86       |                    |

**Columbus Parks and Recreation Department  
2015 General Fund Budget Report  
by Category of Expense**

|                    | 2014                       |                |            |                | 2015          |                |            |                |
|--------------------|----------------------------|----------------|------------|----------------|---------------|----------------|------------|----------------|
|                    | <u>Adjusted<br/>Budget</u> | <u>January</u> | <u>YTD</u> | <u>% Spent</u> | <u>Budget</u> | <u>January</u> | <u>YTD</u> | <u>% Spent</u> |
| Admin 01           | 529,531.00                 | 50,029.16      | 50,029.16  | 9.45%          | 538,880.00    | 56,583.68      | 56,583.68  | 10.50%         |
| Admin 02           | 8,869.00                   | -              | -          | 0.00%          | 8,869.00      | 363.00         | 363.00     | 4.09%          |
| Admin 03           | 233,502.00                 | 2,422.56       | 2,422.56   | 1.04%          | 213,502.00    | 3,097.78       | 3,097.78   | 1.45%          |
| Admin 04           | -                          | -              | -          | 0.00%          | 375,641.43    | 54,182.40      | 54,182.40  | 0.00%          |
| Admin Total        | 771,902.00                 | 52,451.72      | 52,451.72  | 6.80%          | 1,136,892.43  | 114,226.86     | 114,226.86 | 10.05%         |
| Admin Revenue      | 25,000.00                  | -              | -          | 0.00%          | 10,000.00     | -              | -          | 0.00%          |
| FFY 01             | 288,766.00                 | 32,069.31      | 32,069.31  | 11.11%         | 294,077.00    | 38,712.36      | 38,712.36  | 13.16%         |
| FFY 02             | 13,222.00                  | 1,313.61       | 1,313.61   | 9.94%          | 13,222.00     | 1,062.11       | 1,062.11   | 8.03%          |
| FFY 03             | 138,576.00                 | 16,380.21      | 16,380.21  | 11.82%         | 156,788.15    | 13,439.35      | 13,439.35  | 8.57%          |
| FFY 04             | -                          | -              | -          | -              | -             | -              | -          | -              |
| FFY Total          | 440,564.00                 | 49,763.13      | 49,763.13  | 11.30%         | 464,087.15    | 53,213.82      | 53,213.82  | 11.47%         |
| FFY Revenue        | 0.00                       | 0.00           | 0.00       | 0.00%          | 0.00          | 0.00           | 0.00       | 0.00%          |
| Cemetery 01        | 55,449.00                  | 5,359.39       | 5,359.39   | 9.67%          | 56,333.00     | 5,140.94       | 5,140.94   | 9.13%          |
| Cemetery 02        | 1,505.00                   | -              | -          | 0.00%          | 1,505.00      | -              | -          | 0.00%          |
| Cemetery 03        | 2,526.00                   | 18.37          | 18.37      | 0.73%          | 2,526.00      | 24.20          | 24.20      | 0.96%          |
| Cemetery 04        | -                          | -              | -          | -              | -             | -              | -          | -              |
| Cemetery Total     | 59,480.00                  | 5,377.76       | 5,377.76   | 9.04%          | 60,364.00     | 5,165.14       | 5,165.14   | 8.56%          |
| Cemetery Revenue   | 0.00                       | 0.00           | 0.00       | 0.00%          | 0.00          | 0.00           | 0.00       | 0.00%          |
| Aquatics 01        | 208,571.00                 | 7,900.25       | 7,900.25   | 3.79%          | 212,519.00    | 8,039.78       | 8,039.78   | 3.78%          |
| Aquatics 02        | 69,321.00                  | -              | -          | 0.00%          | 71,850.00     | -              | -          | 0.00%          |
| Aquatics 03        | 17,403.00                  | 297.75         | 297.75     | 1.71%          | 19,915.00     | 710.19         | 710.19     | 3.57%          |
| Aquatics 04        | -                          | -              | -          | -              | -             | -              | -          | -              |
| Aquatics Total     | 295,295.00                 | 8,198.00       | 8,198.00   | 2.78%          | 304,284.00    | 8,749.97       | 8,749.97   | 2.88%          |
| Aquatics Revenue   | 135,000.00                 | 2,882.00       | 2,882.00   | 2.13%          | 135,000.00    | 1,588.00       | 1,588.00   | 1.18%          |
| Donner 01          | 95,662.00                  | 10,592.21      | 10,592.21  | 11.07%         | 97,497.00     | 12,427.49      | 12,427.49  | 12.75%         |
| Donner 02          | 4,165.00                   | 127.16         | 127.16     | 3.05%          | 4,165.00      | 61.99          | 61.99      | 1.49%          |
| Donner 03          | 78,524.00                  | 5,382.37       | 5,382.37   | 6.85%          | 79,024.00     | 3,639.49       | 3,639.49   | 4.61%          |
| Donner 04          | -                          | -              | -          | -              | -             | -              | -          | -              |
| Donner Total       | 178,351.00                 | 16,101.74      | 16,101.74  | 9.03%          | 180,686.00    | 16,128.97      | 16,128.97  | 8.93%          |
| Athletic Fac 01    | 412,767.00                 | 40,484.90      | 40,484.90  | 9.81%          | 419,765.00    | 36,181.53      | 36,181.53  | 8.62%          |
| Athletic Fac 02    | 104,267.00                 | 25,022.63      | 25,022.63  | 24.00%         | 111,225.07    | 33,779.11      | 33,779.11  | 30.37%         |
| Athletic Fac 03    | 23,412.00                  | 650.10         | 650.10     | 2.78%          | 36,812.00     | 768.01         | 768.01     | 2.09%          |
| Athletic Fac 04    | -                          | -              | -          | -              | -             | -              | -          | -              |
| Athletic Fac Total | 540,446.00                 | 66,157.63      | 66,157.63  | 12.24%         | 567,802.07    | 70,728.65      | 70,728.65  | 12.46%         |
| Park Ops 01        | 663,273.00                 | 66,426.15      | 66,426.15  | 10.01%         | 674,562.00    | 68,659.70      | 68,659.70  | 10.18%         |
| Park Ops 02        | 160,422.00                 | 8,855.40       | 8,855.40   | 5.52%          | 155,422.00    | 7,341.12       | 7,341.12   | 4.72%          |
| Park Ops 03        | 144,065.00                 | 8,898.59       | 8,898.59   | 6.18%          | 168,480.87    | 6,903.04       | 6,903.04   | 4.10%          |
| Park Ops 04        | -                          | -              | -          | -              | -             | -              | -          | -              |
| Park Ops Total     | 967,760.00                 | 84,180.14      | 84,180.14  | 8.70%          | 998,464.87    | 82,903.86      | 82,903.86  | 8.30%          |

|                    | 2014                   |                |            |                | 2015          |                |            |                |
|--------------------|------------------------|----------------|------------|----------------|---------------|----------------|------------|----------------|
|                    | <u>Adjusted Budget</u> | <u>January</u> | <u>YTD</u> | <u>% Spent</u> | <u>Budget</u> | <u>January</u> | <u>YTD</u> | <u>% Spent</u> |
| Landscape 01       | 286,358.00             | 30,858.55      | 30,858.55  | 10.78%         | 291,246.00    | 32,072.27      | 32,072.27  | 11.01%         |
| Landscape 02       | 18,731.00              | 282.43         | 282.43     | 1.51%          | 18,731.00     | -              | -          | 0.00%          |
| Landscape 03       | 51,240.00              | -              | -          | 0.00%          | 82,748.00     | 10,144.00      | 10,144.00  | 12.26%         |
| Landscape 04       | -                      | -              | -          | -              | -             | -              | -          | -              |
| Landscape Total    | 356,329.00             | 31,140.98      | 31,140.98  | 8.74%          | 392,725.00    | 42,216.27      | 42,216.27  | 10.75%         |
| Recreation 01      | 88,335.00              | 7,013.66       | 7,013.66   | 7.94%          | 89,876.00     | 7,092.85       | 7,092.85   | 7.89%          |
| Recreation 02      | 4,689.00               | 189.99         | 189.99     | 4.05%          | 4,689.00      | 449.48         | 449.48     | 9.59%          |
| Recreation 03      | 8,195.00               | 23.57          | 23.57      | 0.29%          | 8,195.00      | -              | -          | 0.00%          |
| Recreation 04      | -                      | -              | -          | -              | -             | -              | -          | -              |
| Recreation Total   | 101,219.00             | 7,227.22       | 7,227.22   | 7.14%          | 102,760.00    | 7,542.33       | 7,542.33   | 7.34%          |
| Marketing 01       | 61,178.00              | 3,376.02       | 3,376.02   | 5.52%          | 62,176.00     | 3,959.84       | 3,959.84   | 6.37%          |
| Marketing 02       | -                      | -              | -          | 0.00%          | -             | -              | -          | -              |
| Marketing 03       | 3,125.00               | -              | -          | 0.00%          | 3,125.00      | -              | -          | 0.00%          |
| Marketing 04       | 0.00                   | 0.00           | 0.00       | 0.00%          | 0.00          | 0.00           | 0.00       | 0.00%          |
| Marketing Total    | 64,303.00              | 3,376.02       | 3,376.02   | 5.25%          | 65,301.00     | 3,959.84       | 3,959.84   | 6.06%          |
| Department 01      | 2,689,890.00           | 254,109.60     | 254,109.60 | 9.45%          | 2,736,931.00  | 268,870.44     | 268,870.44 | 9.82%          |
| Department 02      | 385,191.00             | 35,791.22      | 35,791.22  | 9.29%          | 389,678.07    | 43,056.81      | 43,056.81  | 11.05%         |
| Department 03      | 700,568.00             | 34,073.52      | 34,073.52  | 4.86%          | 771,116.02    | 38,726.06      | 38,726.06  | 5.02%          |
| Department 04      | -                      | -              | -          | 0.00%          | 375,641.43    | 54,182.40      | 54,182.40  | 14.42%         |
| Department Total   | 3,775,649.00           | 323,974.34     | 323,974.34 | 8.58%          | 4,273,366.52  | 404,835.71     | 404,835.71 | 9.47%          |
| Department Revenue | 160,000.00             | 2,882.00       | 2,882.00   | 1.80%          | 145,000.00    | 1,588.00       | 1,588.00   | 1.10%          |

## % of General Fund Budget Spent YTD by Department



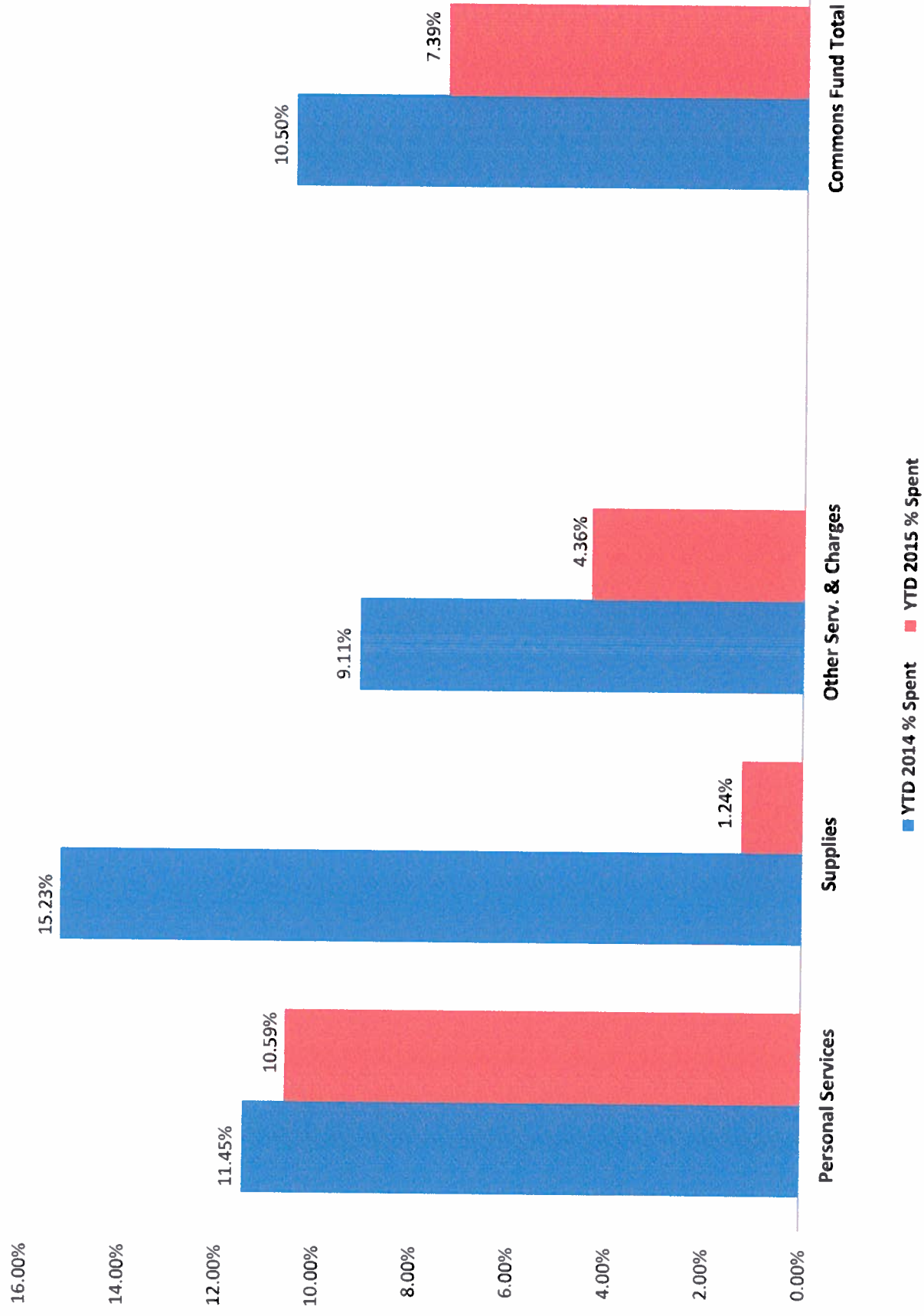


**Columbus Parks and Recreation Department**  
**Park Non-Reverting Fund**  
**2015 Revenue and Expense Month and YTD Summary Report**  
**Without The Commons and Golf**

| Cost Center               | 2014       |            | 2015       |            |
|---------------------------|------------|------------|------------|------------|
|                           | January    | YTD        | January    | YTD        |
| Marketing Revenue         | 2,973.37   | 2,973.37   | 3,032.37   | 3,032.37   |
| Marketing Expense         | 878.49     | 878.49     | 244.99     | 244.99     |
| Marketing Balance         | 2,094.88   | 2,094.88   | 2,787.38   | 2,787.38   |
| Administration Revenue    | 32,974.21  | 32,974.21  | 32,431.74  | 32,431.74  |
| Administration Expense    | 18,257.33  | 18,257.33  | 12,507.44  | 12,507.44  |
| Administration Balance    | 14,716.88  | 14,716.88  | 19,924.30  | 19,924.30  |
| Gymnastics Revenue        | 13,881.60  | 13,881.60  | 17,850.23  | 17,850.23  |
| Gymnastics Expense        | 7,039.19   | 7,039.19   | 12,154.62  | 12,154.62  |
| Gymnastics Balance        | 6,842.41   | 6,842.41   | 5,695.61   | 5,695.61   |
| Hamilton Center Revenue   | 48,785.01  | 48,785.01  | 51,233.89  | 51,233.89  |
| Hamilton Center Expense   | 45,308.53  | 45,308.53  | 51,756.48  | 51,756.48  |
| Hamilton Center Balance   | 3,476.48   | 3,476.48   | -522.59    | -522.59    |
| Wellness Revenue          | 22,560.70  | 22,560.70  | 33,981.50  | 33,981.50  |
| Wellness Expense          | 10,144.27  | 10,144.27  | 31,995.83  | 31,995.83  |
| Wellness Balance          | 12,416.43  | 12,416.43  | 1,985.67   | 1,985.67   |
| Special Events Revenue    | 0.00       | 0.00       | 142.50     | 142.50     |
| Special Events Expense    | 195.55     | 195.55     | 4.09       | 4.09       |
| Special Events Balance    | -195.55    | -195.55    | 138.41     | 138.41     |
| Teams & Leagues Revenue   | 144,980.66 | 144,980.66 | 66,336.14  | 66,336.14  |
| Teams & Leagues Expense   | 30,966.94  | 30,966.94  | 34,649.85  | 34,649.85  |
| Teams & Leagues Balance   | 114,013.72 | 114,013.72 | 31,686.29  | 31,686.29  |
| Sport Camps Revenue       | 0.00       | 0.00       | 45.00      | 45.00      |
| Sport Camps Expense       | 0.00       | 0.00       | 1,761.50   | 1,761.50   |
| Sport Camps Balance       | 0.00       | 0.00       | -1,716.50  | -1,716.50  |
| Recreation & Arts Revenue | 1,282.10   | 1,282.10   | 701.00     | 701.00     |
| Recreation & Arts Expense | 229.47     | 229.47     | 261.69     | 261.69     |
| Recreation & Arts Balance | 1,052.63   | 1,052.63   | 439.31     | 439.31     |
| Total Fund Revenue        | 267,437.65 | 267,437.65 | 205,754.37 | 205,754.37 |
| Total Fund Expense        | 113,019.77 | 113,019.77 | 145,336.49 | 145,336.49 |
| Total Fund Balance        | 154,417.88 | 154,417.88 | 60,417.88  | 60,417.88  |

|                                   | <b>The Commons</b>       | <b>2015</b>          | <b>January</b>      | <b>Year-to-Date</b> | <b>Percent</b> |
|-----------------------------------|--------------------------|----------------------|---------------------|---------------------|----------------|
|                                   |                          | <b>Budget</b>        | <b>Expenses</b>     | <b>Expenses</b>     | <b>Spent</b>   |
| <b>Personal Services</b>          |                          |                      |                     |                     |                |
| 112                               | Salary Employees         | \$ 88,302.00         | \$ 6,364.12         | \$ 6,364.12         | 7%             |
| 113                               | Hourly Employees         | \$ 205,731.00        | \$ 26,388.88        | \$ 26,388.88        | 13%            |
| 114                               | Part Time Employees      | \$ 11,220.00         | \$ 1,422.72         | \$ 1,422.72         | 13%            |
| 115                               | Seasonal/Temp Employees  | \$ 4,637.00          | \$ -                | \$ -                | 0%             |
| 117                               | Overtime                 | \$ 7,880.00          | \$ 3,280.90         | \$ 3,280.90         | 42%            |
| 119                               | PERF                     | \$ 42,872.00         | \$ 5,116.82         | \$ 5,116.82         | 12%            |
| 123                               | FICA                     | \$ 24,310.00         | \$ 2,791.02         | \$ 2,791.02         | 11%            |
| 125                               | Insurance                | \$ 79,548.00         | \$ 3,834.72         | \$ 3,834.72         | 5%             |
|                                   | <b>Category Total</b>    | <b>\$ 464,500.00</b> | <b>\$ 49,199.18</b> | <b>\$ 49,199.18</b> | <b>11%</b>     |
| <b>Supplies</b>                   |                          |                      |                     |                     |                |
| 211                               | Office Paper             | \$ 200.00            | \$ -                | \$ -                | 0%             |
| 212                               | Office Other             | \$ 1,500.00          | \$ -                | \$ -                | 0%             |
| 231                               | Cleaning Supplies        | \$ 15,000.00         | \$ 369.94           | \$ 369.94           | 2%             |
| 234                               | Building Materials       | \$ 5,000.00          | \$ 156.02           | \$ 156.02           | 3%             |
| 236                               | Groundskeeping           | \$ 3,000.00          | \$ -                | \$ -                | 0%             |
| 241                               | HVAC Supplies            | \$ 1,000.00          | \$ -                | \$ -                | 0%             |
| 249                               | Misc Repair Supplies     | \$ 5,500.00          | \$ -                | \$ -                | 0%             |
| 250                               | Medical Supplies         | \$ 200.00            | \$ -                | \$ -                | 0%             |
| 261                               | Misc Supplies Other      | \$ 11,250.00         | \$ 4.00             | \$ 4.00             | 0%             |
|                                   | <b>Category Total</b>    | <b>\$ 42,650.00</b>  | <b>\$ 529.96</b>    | <b>\$ 529.96</b>    | <b>1%</b>      |
| <b>Other Services and Charges</b> |                          |                      |                     |                     |                |
| 316                               | Maintenance Agreements   | \$ 65,000.00         | \$ 529.45           | \$ 529.45           | 1%             |
| 317                               | Training & Instruction   | \$ 1,000.00          | \$ -                | \$ -                | 0%             |
| 319                               | Misc Professional        | \$ -                 | \$ -                | \$ -                | 0%             |
| 328                               | Advertising              | \$ 5,750.00          | \$ 653.00           | \$ 653.00           | 11%            |
| 330                               | Property & Casualty Ins  | \$ 7,500.00          | \$ -                | \$ -                | 0%             |
| 339                               | Umbrella Insurance       | \$ 2,500.00          | \$ -                | \$ -                | 0%             |
| 340                               | General Liability Ins    | \$ 2,500.00          | \$ -                | \$ -                | 0%             |
| 341                               | Public Officials Ins     | \$ 1,000.00          | \$ -                | \$ -                | 0%             |
| 350                               | Telephone                | \$ 1,500.00          | \$ -                | \$ -                | 0%             |
| 360                               | Electric Utilities       | \$ 142,500.00        | \$ 11,468.76        | \$ 11,468.76        | 8%             |
| 361                               | Gas Utilities            | \$ 47,000.00         | \$ 496.95           | \$ 496.95           | 1%             |
| 362                               | Water/Sewer Utilities    | \$ 25,000.00         | \$ 771.05           | \$ 771.05           | 3%             |
| 366                               | Commons Arts & Rec Grant | \$ 15,000.00         |                     |                     | 0%             |
| 370                               | Building Repair Services | \$ 29,000.00         | \$ -                | \$ -                | 0%             |
| 371                               | Equipment Repair         | \$ 1,500.00          | \$ -                | \$ -                | 0%             |
| 375                               | Misc Repair Other        | \$ 8,000.00          | \$ -                | \$ -                | 0%             |
| 378                               | Uniform                  | \$ 10,000.00         | \$ 1,205.30         | \$ 1,205.30         | 12%            |
| 399                               | Misc Services            | \$ 40,000.00         | \$ 2,522.72         | \$ 2,522.72         | 6%             |
|                                   | <b>Category Total</b>    | <b>\$ 404,750.00</b> | <b>\$ 17,647.23</b> | <b>\$ 17,647.23</b> | <b>4%</b>      |
|                                   | <b>Commons Total</b>     | <b>\$ 911,900.00</b> | <b>\$ 67,376.37</b> | <b>\$ 67,376.37</b> | <b>7%</b>      |

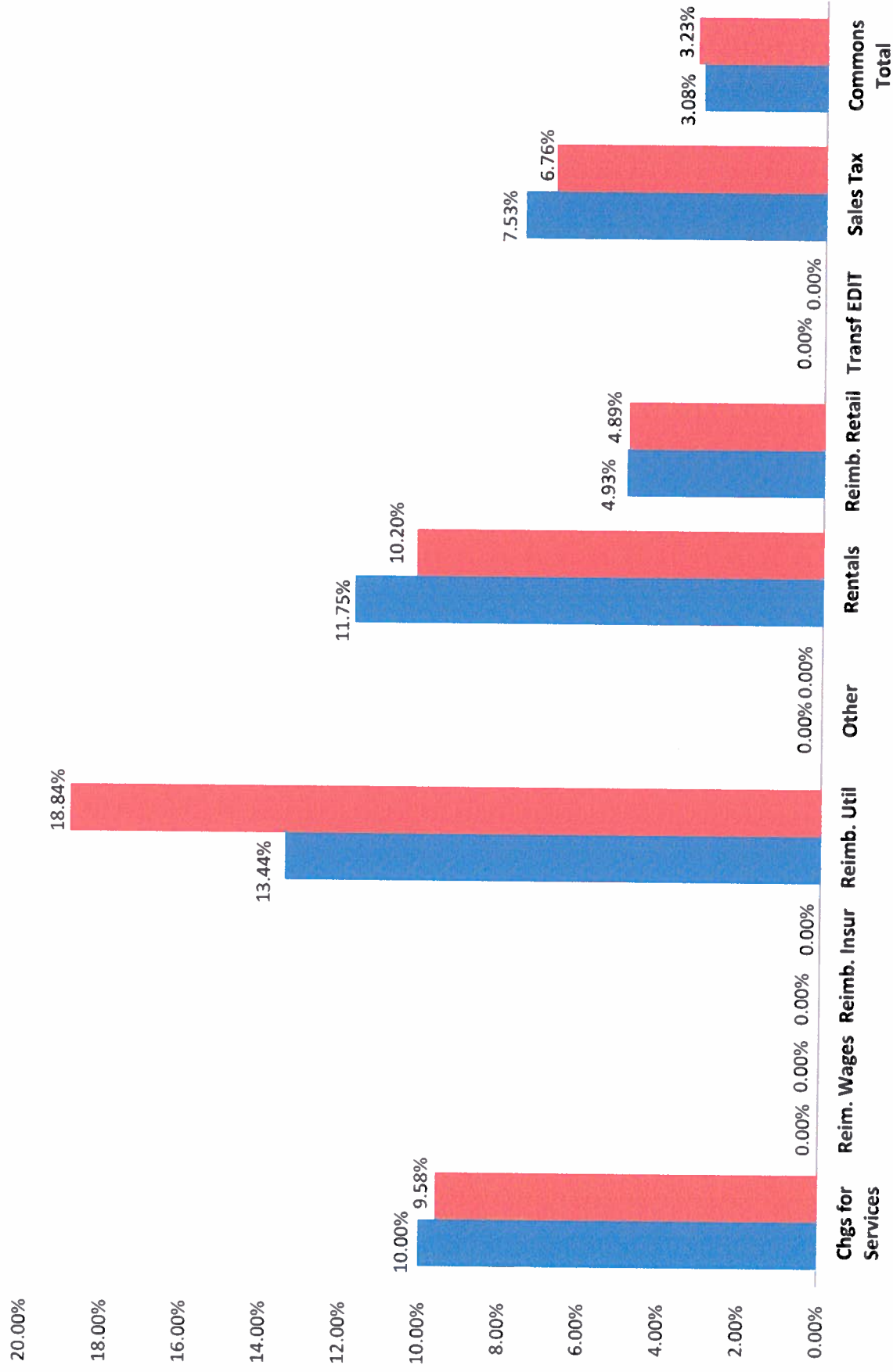
## % of Commons Fund Budget Spent YTD by Category



|     | Commons Revenue                      | 2015<br>Budget       | January<br>Revenue  | Year-to-Date<br>Revenue | Percent<br>Received |
|-----|--------------------------------------|----------------------|---------------------|-------------------------|---------------------|
| 152 | Charges for Services                 | \$ 12,000.00         | \$ 1,150.00         | \$ 1,150.00             | 10%                 |
| 154 | Reimbursements - Wages               | \$ -                 | \$ -                | \$ -                    | 0%                  |
| 156 | Reimbursements - Insurance, Damage   | \$ -                 | \$ -                | \$ -                    | 0%                  |
| 157 | Reimbursements - Utilities           | \$ 32,000.00         | \$ 6,028.76         | \$ 6,028.76             | 19%                 |
| 166 | Other Receipts                       | \$ 7,700.00          | \$ -                | \$ -                    | 0%                  |
| 212 | Rentals                              | \$ 135,000.00        | \$ 13,769.11        | \$ 13,769.11            | 10%                 |
| 214 | Reimbursements - Retail Space Leases | \$ 165,000.00        | \$ 8,067.50         | \$ 8,067.50             | 5%                  |
| 218 | Transfer of Funds - EDIT             | \$ 555,273.00        | \$ -                | \$ -                    | 0%                  |
| 222 | Sales Tax                            | \$ 7,000.00          | \$ 473.14           | \$ 473.14               | 7%                  |
|     | <b>Category Total</b>                | <b>\$ 913,973.00</b> | <b>\$ 29,488.51</b> | <b>\$ 29,488.51</b>     | <b>3%</b>           |



## % of Commons Revenue Received YTD by Category



■ YTD 2014 % Revenue ■ YTD 2015 % Revenue